

August 22, 2016

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
August 22, 2016

- I. CALL TO ORDER THE REGULAR OPEN MEETING AT 1:30 P.M. AT 607 EAST ADAMS STREET, SUITE 801, SPRINGFIELD, ILLINOIS

- II. PRESENT

- III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD JULY 15, 2016

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD JULY 15, 2016?

- IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

MEMBERS OF THE PUBLIC ARE OFFERED AN OPPORTUNITY TO ADDRESS MEMBERS OF THE COMMISSION IN ACCORDANCE WITH THE OPEN MEETINGS ACT AND RULES OF THE CIVIL SERVICE COMMISSION.

V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions from Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	150.....	18
Agriculture	366.....	20
Arts Council	10.....	2
Capitol Development Board	45.....	0
Central Management Services	1,395.....	105
Children and Family Services.....	2,564.....	50
Civil Service Commission.....	3.....	0
Commerce & Economic Opportunity.....	303.....	69
Commerce Commission	60.....	0
Corrections	11,860.....	98
Criminal Justice Authority.....	51.....	7
Deaf and Hard of Hearing Comm.....	5.....	1
Developmental Disabilities Council	9.....	1
Emergency Management Agency.....	70.....	6
Employment Security	1,143.....	31
Environmental Protection Agency.....	692.....	17
Financial & Professional Regulation	424.....	49
Gaming Board	170.....	6
Guardianship and Advocacy	94.....	8
Healthcare and Family Services	1,947.....	26
Historic Preservation Agency.....	131.....	17
Human Rights Commission.....	14.....	2
Human Rights Department.....	128.....	9
Human Services.....	13,168.....	77
Illinois Torture Inquiry Relief Commission	2.....	1
Independent Tax Tribunal	1.....	0
Innovation and Technology	1.....	11
Insurance	228.....	15
Investment Board	3.....	2
Juvenile Justice.....	1,102.....	27
Labor.....	82.....	11
Labor Relations Board Educational.....	10.....	3
Labor Relations Board State.....	15.....	2
Law Enforcement Training & Standards Bd.	21.....	2
Lottery	144.....	9
Military Affairs.....	132.....	3
Natural Resources.....	1,323.....	32
Pollution Control Board	20.....	2
Prisoner Review Board.....	21.....	0
Property Tax Appeal Board.....	31.....	1
Public Health.....	1,104.....	39
Racing Board.....	2.....	1
Revenue.....	1,558.....	52
State Fire Marshal	120.....	12
State Police.....	1,025.....	10
State Police Merit Board	6.....	2
State Retirement Systems	104.....	3
Transportation	2,169.....	0
Veterans' Affairs	1,358.....	10
Workers' Compensation Commission.....	132.....	11
TOTALS.....	45,516.....	880

Governing Rule – Section 1.142 Jurisdiction B Exemptions

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
 - 1) The amount and scope of principal policy making authority;
 - 2) The amount and scope of principal policy administering authority;
 - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
 - 4) The capability to bind the agency, board or commission to a course of action;
 - 5) The nature of the program for which the position has principal policy responsibility;
 - 6) The placement of the position on the organizational chart of the agency, board or commission;
 - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

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C. Illinois Department of Central Management Services – proposed exemption (continued from July 15, 2016 meeting)

Position Number	40070-37-14-001-00-01
Functional Title	Manager of Human Capital Management
Incumbent	Vacant
Supervisor	Director of the Enterprise Resource Planning Program, who reports to Deputy Director-Bureau of Communication and Computer Services, who reports to the Assistant Director, who in turn reports to the Director (will ultimately transition to the Department of Innovation and Technology organization chart)
Location	Sangamon County

CMS Recommendation: “This position meets the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

D. Illinois Department of Corrections – proposed exemption (continued from July 15, 2016 meeting)

Position Number	40070-29-04-010-00-01
Functional Title	Deputy Chief of Operations
Incumbent	Mike Atchison
Supervisor	Chief of Operations, who reports to the Public Safety Officer who reports to the Director
Location	Randolph County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of the requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

E. Illinois Department of Insurance – proposed exemption (continued from July 15, 2016 meeting)

Position Number	40070-14-00-000-20-01
Functional Title	Media Administrator
Incumbent	Vacant
Supervisor	Director
Location	Cook County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

F. Illinois Department of Innovation and Technology – proposed exemption

Position Number	40070-28-05-000-00-01
Functional Title	Chief Administrative Officer
Incumbent	Vacant
Supervisor	Secretary
Location	Sangamon County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

G. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-005-00-01
Functional Title	Enterprise Resource Planning (ERP) Manager of Business Intelligence Development
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director, BCCS, who reports to the Assistant Director, who in turn reports to the Director (will ultimately transition to the Department of Innovation and Technology organization chart)
Location	Sangamon County

CMS Recommendation: “This position meets the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

H. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-50-200-00-01
Functional Title	Comptroller
Incumbent	Vacant
Supervisor	Chief Financial Officer who reports to the Director
Location	Sangamon County

CMS Recommendation: “This position meets the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

I1. Illinois Department of Corrections – proposed exemption

Position Number	40070-29-67-200-00-01
Functional Title	Assistant Warden of Programs-Kewanee Correctional Center
Incumbent	Vacant
Supervisor	Warden who reports to Deputy Director (North) who reports to Chief of Operations, who reports to Public Safety Officer who reports to the Director
Location	Henry County

I2. Illinois Department of Corrections – proposed exemption

Position Number	40070-29-67-300-00-01
Functional Title	Assistant Warden of Operations-Kewanee Correctional Center
Incumbent	Vacant
Supervisor	Warden who reports to Deputy Director (North) who reports to Chief of Operations, who reports to Public Safety Officer who reports to the Director
Location	Henry County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

J. Illinois Department of Juvenile Justice – proposed exemption

Position Number	37015-27-00-000-10-01
Functional Title	Equal Employment Opportunity Officer/Affirmative Action Officer
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

- C: Manager of Human Capital Management (CMS)**
- D: Deputy Chief of Operations (DOC)**
- E: Media Administrator-Department of Insurance (DOI)**
- F: Chief Administrative Officer (DoIT)**

- G: ERP Manager of Business Intelligence Development (CMS)**
- H: Comptroller, Office of Finance & Management (CMS)**
- I1: Assistant Warden of Programs-Kewanee Correctional Center (DOC)**
- I2: Assistant Warden of Operations-Kewanee Correctional Center (DOC)**
- J: Equal Employment Opportunity Officer/Affirmative Action Officer (DJJ)**

K. Proposed Rescissions in accordance with Section 1.142(b) of the Rules of the Civil Service Commission

The following proposed rescissions were continued from the May 2016 Commission meeting to the August 2016 meeting:

Item	Position Number	Agency	Functional Title
K1	40070-48-52-000-00-01	HPA	State Historian/Manager ALPLM Research and Collections
K2	40070-10-89-200-00-01	DHS	Director, Bureau of Pharmacy & Clinical Support
K3	40070-50-90-200-00-01	IAC	Deputy Director Programs, Arts Council
K4	40070-37-60-010-0701	CMS	Region 7 Property Manager
K5	40070-37-62-300-00-01	CMS	Property Manager, Transactions – Central and South
K6	40070-37-62-000-00-01	CMS	Property Management, Transactions & Property Administration
K7	40070-37-62-200-00-01	CMS	Property Management, Transactions, Chicago & North Regions
K8	40070-37-62-400-00-01	CMS	Property Management, Transactions & Property Admin, Real Property
K9	40070-37-80-000-00-01	CMS	Deputy Director-Office of Communication & Information (IOCI)
K10	40070-37-80-100-01-01	CMS	IOCI Media Administrator-Aging
K11	40070-37-80-100-01-03	CMS	IOCI Media Administrator–Commerce and Economic Opportunity
K12	40070-37-80-100-01-08	CMS	IOCI Media Administrator–Financial & Professional Regulation /Revenue
K13	40070-37-80-100-01-10	CMS	IOCI Media Administrator–Human Rights
K14	40070-37-80-100-01-13	CMS	IOCI Media Administrator–Corrections
K15	40070-37-80-100-01-15	CMS	IOCI Media Administrator–Labor and Workers’ Compensation Commission
K16	40070-37-80-100-01-16	CMS	IOCI Media Administrator–Public Health
K17	40070-37-80-100-01-17	CMS	IOCI Media Administrator–Public Health
K18	40070-37-80-100-01-26	CMS	IOCI Media Administrator–Healthcare
K19	40070-37-80-100-01-27	CMS	IOCI Media Administrator–Transportation

Item	Position Number	Agency	Functional Title
K20	40070-37-80-100-01-28	CMS	IOCI Media Administrator– Emergency Management
K21	40070-37-80-100-01-29	CMS	IOCI Media Administrator–Veterans’ Affairs
K22	40070-10-40-000-00-01	DHS	Manager, Alcoholism and Substance Abuse Division
K23	40070-10-76-100-00-01	DHS	Associate Director for Hospital Operations

WILL THE COMMISSION RESCIND THE EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

- K1. State Historian/Manager ALPLM Research and Collections (HPA)**
- K2. Director, Bureau of Pharmacy and Clinical Support (DHS)**
- K3. Deputy Director of Programs (Arts Council)**
- K4. Region 7 Property Manager (CMS)**
- K5. Property Manager-Transactions-Central and South Regions (CMS)**
- K6. Property Management, Transactions & Property Administration (CMS)**
- K7. Property Management, Transactions-Chicago and North Regions (CMS)**
- K8. Property Management, Transactions and Property Administration Real Property (CMS)**
- K9. Deputy Director-Office of Communication and Information (CMS)**
- K10. Media Administrator-Aging (CMS)**
- K11. Media Administrator-Commerce and Economic Opportunity (CMS)**
- K12. Media Administrator-Financial & Professional Reg. and Revenue (CMS)**
- K13. Media Administrator-Human Rights (CMS)**
- K14. Media Administrator-Corrections (CMS)**
- K15. Media Administrator-Labor and Workers’ Compensation (CMS)**
- K16. Media Administrator-Public Health (CMS)**
- K17. Media Administrator-Public Health (CMS)**
- K18. Media Administrator-Healthcare (CMS)**
- K19. Media Administrator-Transportation (CMS)**
- K20. Media Administrator-Emergency Management (CMS)**
- K21. Media Administrator-Veterans’ Affairs (CMS)**
- K22. Manager, Alcoholism and Substance Abuse Division (DHS)**
- K23. Associate Director-Hospital Operations (DHS)**

VI. CLASS SPECIFICATIONS

A. Governing Rule – Section 1.45 Classification Plan

The Commission will review the class specifications requiring Commission approval under the Classification Plan and will approve those that meet the requirements of the Personnel Code and Personnel Rules and conform to the following accepted principles of position classification:

- a) The specifications are descriptive of the work being done or that will be done;
- b) Identifiable differentials are set forth among classes that are sufficiently significant to permit the assignment of individual positions to the appropriate class;
- c) Reasonable career promotional opportunities are provided;
- d) The specifications provide a reasonable and valid basis for selection screening by merit examinations;
- e) All requirements of the positions are consistent with classes similar in difficulty, complexity and nature of work.

B. None submitted

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF BUT NOT INCLUDED IN THIS AGENDA TO ALLOW ADEQUATE STUDY?

VII. PERSONNEL RULES

A. Civil Service Commission Governing Rule – Section 1.310 Personnel Rules

The Commission has power to disapprove new rules or amendments to existing rules submitted by the Director of Central Management Services. Such proposed new rules or amendments of existing rules submitted to the Commission shall be accompanied by a report of proceedings attending the prior public hearing required by law with respect to them. If the Commission does not disapprove new rules or any amendment to existing rules within 30 days following the receipt from the Director of Central Management Services, the new rules or amendments have the force and effect of law after filing by the Director with the Secretary of State.

B. None submitted

WILL THE COMMISSION DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT INCLUDED IN THIS AGENDA TO ALLOW ADEQUATE STUDY?

August 22, 2016

VIII. MOTION TO CLOSE A PORTION OF THE MEETING

PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT, WILL THE COMMISSION CLOSE A PORTION OF THE MEETING TO CONSIDER APPEALS FILED WITH THE COMMISSION, LITIGATION, AND/OR SPECIFIED EMPLOYMENT MATTERS?

IX. RECONVENE THE REGULAR OPEN MEETING

X. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code; however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services' Consecutive Non-Merit Appointment Reports.

Agency	6/30/16	7/31/16	7/31/15
Agriculture	3	3	6
Central Management Services	8	6	1
Children and Family Services	2	1	1
Emergency Management Agency	1	1	0
Employment Security	3	2	0
Financial and Professional Regulation	2	1	0
Healthcare and Family Services	5	5	4
Historic Preservation Agency	1	1	0
Human Rights Department	1	1	0
Human Services	14	9	4
Insurance	2	1	1
Natural Resources	36	28	35
Revenue	0	0	6
State Fire Marshal	0	1	0
State Retirement Systems	4	2	5
Workers' Compensation Commission	3	3	0
Totals	85	65	63

XI. INTERLOCUTORY APPEAL

RV-40-16

Employee	Luis Camacho	Appeal Date	3/24/16
Agency	Transportation	Decision Date	7/26/16
Type	Rule Violation	ALJ	Andrew Barris
Issue(s)	Motion to Dismiss-no jurisdiction (exempt from Personnel Code)	Proposal for Decision	Dismissed subject to approval of Commission; no jurisdiction.

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?

XII. PUBLICLY ANNOUNCED DECISION RESULTING FROM APPEAL

RV-41-16

Employee	Jeffrey Magelitz	Appeal Date	4/07/16
Agency	Human Services	Decision Date	7/26/16
Type	Rule Violation	ALJ	Andrew Barris
Allegation(s)	Violated Section 302.785 (suspension pending judicial verdict)	Proposal for Decision	No violation.

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?

XIII. STAFF REPORT

XIV. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Friday, September 16, 2016 at the Commission's Chicago office.

XV. MOTION TO ADJOURN